



# JOB ANNOUNCEMENT

04/23/18



**POSITION TITLE:** Registered Nurse  
**LOCATION:** Department of Health Services – Health Care Division  
**POSITION TYPE:** Exempt / Full-Time  
**SALARY RANGE:** \$54,134.00 - \$81,200.00 annually  
**REPORTS TO:** Medical Director  
**SUPERVISES:** Yes  
**CLOSING DATE:** Until Filled

## POSITION SUMMARY:

The Registered Nurse is responsible for assessing patient health problems and needs, developing and implementing nursing care and quality improvement plans, maintaining medical records, and advising patients on health maintenance, disease prevention and case management. Duties include but are not limited to: participates in management discussions, policy development, strategic planning, and management actions; plans, develops and implements programs to meet the changing healthcare needs of the patient population; coordinates with Provider(s) to assist with patient medication refills and wellness visit assessments; administer nursing care to ill, injured, convalescent, or disabled patients; responsible in the day-to-day clinic management such as ordering and inventorying medications and clinical supplies; maintaining the quality and adequacy of patient flow; responsible of infection control program, quality improvement processes, patient education, work with SDPI (focus on clinical aspect), manage vaccination program; ensures patient intake process and functions are conducted according to established standards and procedures; obtains laboratory specimens and processes specimens for outside reference labs; performs selected diagnostic and screening tests as ordered by the provider (i.e. EKG, RBS, Hgb, etc.); assures that quality control checks on CLIA Waived tests have been done according to LCDNF Nursing Protocols; assists physician and anticipates provider needs with special procedures (i.e.: paps, minor surgical procedures, etc.) and administers medications/injections as ordered by the provider; instructs patients on medication usage and effects; performs one-on-one patient education stressing health promotion and disease prevention; Other duties as assigned and required.

## MINIMUM REQUIREMENTS:

Bachelor's Degree in Nursing, 5 years' experience in a health care setting; and 3 years of supervisory experience, Must possess current TX RN unrestricted license; First Aid/CPR certification; Must possess a valid Texas Driver's license and be insurable; Bilingual in English/Spanish; Must be able to pass a post offer drug screening and criminal history background check.

## KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of health screening processes and procedures; experience with patient care and treatment of diabetic patients; excellent customer service skills; experience in protocol and procedure developments, Knowledge of Quality Improvement methods and processes, knowledge of infection control process; knowledge of Microsoft Office application such as Word and Excel; excellent writing skills; ability to transcribe verbal communication; ability to maintain the upmost patient confidentiality; knowledge of electronic health records systems and data entry; ability to effectively work independently and prioritize work assignments. Ability to motivate, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training. Ability to accomplish the quality and quantity of work expected within set limits of cost and time. Ability to plan own work and carry out assignments effectively. Ability to communicate with others effectively both orally and in writing, in working out solutions to problems or questions relating to the work; ability to understand and further

management goals as these affect day-to-day work operations; Ability to develop improvements in or design new work methods and procedures.

**APPLICATION PROCEDURES:**

Qualified candidates interested in applying may complete an application in the Tribal Administration Building located at 119 S. Old Pueblo Rd El Paso, TX 79907, apply online at [www.ysletadelsurpueblo.org](http://www.ysletadelsurpueblo.org) YDSP Careers page, submit résumé via fax to (915) 859-2988 or e-mail to [humanresources@ydsp-nsn.gov](mailto:humanresources@ydsp-nsn.gov).

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